



CITY OF HOUSTON

Job Posting

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2	Applications accepted from:	ALL PERSONS INTERESTED
3	Job Classification	INVENTORY MANAGEMENT CLERK
4	Posting Number	PN# 104617
5	Department	Department of Public Works & Engineering
6	Division	Resource Management Division
7	Section	Materials Management Section
8	Reporting Location	319 St. Emanuel*
	Workdays & Hours	M - F, 7:00 a.m. – 4:00 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u> Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory items, etc. Assists with moving and unloading of surplus property. Compares and verifies incoming shipments of inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. Creates and maintains records, logs, etc. of materials received, stored, issued, delivered, distributed or disposed. Performs data entry using a purchasing and inventory control system. Compiles data for inventory reports. Insures that inventory records are accurately maintained. Investigates, reports and may resolve minor inventory discrepancies. Participates in physical inventory counts and reconciles counts with inventory records. Maintains storerooms, warehouses and storage area in a clean, orderly, safe and secure condition. Resolves special problems as required and other tasks as may be assigned.	
10	<u>WORKING CONDITIONS</u> The position routinely requires lifting of moderately heavy items, (up to 40 pounds). There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> High school diploma or GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three (3) months of inventory control, materials management, record keeping or clerical experience is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> None	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 09 \$ 693 - \$ 919 Biweekly \$ 18,018 - \$ 23,894 Annually</div>	
18	<u>OPENING DATE</u>	May 18, 2005
19	<u>CLOSING DATE</u>	May 24, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st Floor. Telephone Device for the Deaf telephone number is 713 837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
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